



iPad Guide

Table of Contents

Module #1	Module #2	Module #3	Module #4
<u>iPad Troubleshooting</u>	<u>Screenshot</u>	<u>Split View</u>	<u>Safari Reader</u>
<u>Damage & Loss</u>	<u>Screen Record</u>	<u>Files App: Managing Apps</u>	<u>Printing</u>
<u>iPad Parts & Buttons</u>	<u>Saving Your Favorites in Safari</u>	<u>AirPlay</u>	<u>Accessibility</u>
<u>Power On, Off & Restart</u>	<u>Shortcut Central</u>	<u>Personalizing your iPad</u>	
<u>Acceptable Use Policy</u>	<u>iPad & Keyboard Gestures</u>		
<u>iCloud</u>			



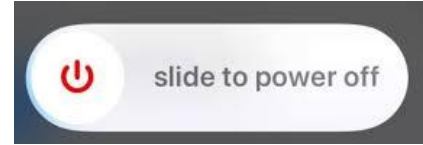
iPad Troubleshooting

Keyboard Problems

Causes and Possible Solutions

iPad operating system needs to be reset.

Try this: Hold the power button, then slide to power off. Turn it back on.



Some apps don't enable the keyboard input. Specifically, when trying to edit Google Docs from within the Google Classroom app the keyboard doesn't provide input.

Try this: Open Safari and go to Google Classroom or Google Drive within the browser.

If there is no keyboard symbol at the bottom right of the screen, try clicking in the address bar & it should appear.

Keyboard settings have been changed. If you have changed any settings, this may affect the keyboard.

Check these settings:

- *Settings > Accessibility > Keyboards. Under this menu make sure Sticky Keys and Slow Keys are turned off.*
- *Settings > Accessibility > Keyboards. Check Full Keyboard Access and make sure it's turned off.*
- **Settings > Accessibility > Keyboards > Full Keyboard Access > Commands. Tap on "Activate" from the list then tap "Clear."**
- **The keyboard connection may not be making contact.** The contacts are at the bottom center when the iPad is in the case.

Try this: Make sure the iPad is seated squarely in the case. Do NOT remove the case.

If none of these suggestions fix the issue, or you have repeated issues please take your iPad to the library's tech support desk for help.

Battery Problems

Problem: Your battery runs down quickly.

Try this:

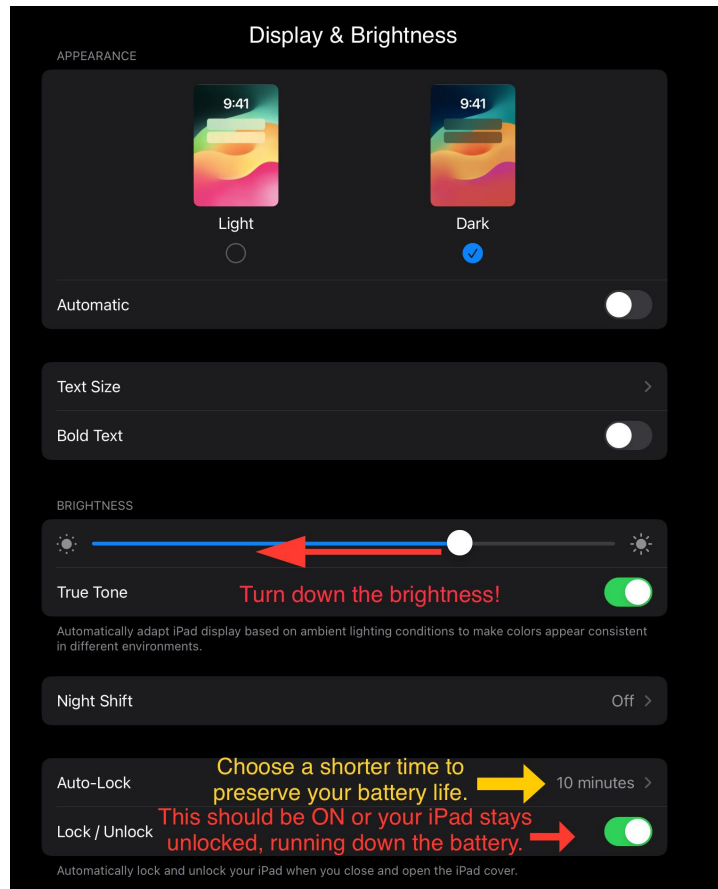
Go to **Settings - Display & Brightness**.

Check these settings, which can impact battery performance:

Brightness - should be below 50%

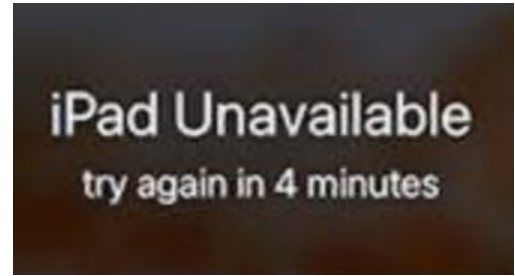
Auto-Lock - choose a shorter time

Lock/Unlock - must be ON



Lock Screen Passcode Problems

You are locked out for X number of minutes (or hours)
Because you have forgotten your lockscreen passcode.



- *Do NOT power off the iPad.*
- *Do NOT keep guessing if you don't know your password. You will get locked out for even longer.*

Solution:

- *Once the time is up, take your iPad to the library and they will have IT reset your passcode.*

Apple Classroom Troubleshooting

A student is missing from Apple Classroom.

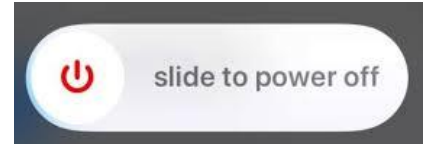
Solution: Open “Settings” on the student iPad and check for these 3 common causes:

The screenshot shows the iPad Settings app. On the left, the 'Settings' menu is visible with several items circled in colored ovals: a yellow oval around the Apple ID profile section, a red oval around the 'Update Apple ID Settings' button (which has a red '1' next to it), a white oval around the 'Wi-Fi' section (showing 'USD230_STU' as the selected network), and a blue oval around the 'Bluetooth' section (which is turned 'On'). On the right, the 'Update Apple ID Settings' screen is shown with a 'Continue' button. Annotations with arrows point from text boxes to these specific settings:

- Yellow oval (Apple ID):** If there is NO STUDENT NAME here, please have your teacher let the librarian know. They will call you to the library to get it fixed as soon as they have time.
- Red oval (Update Apple ID Settings):** If it says Update Apple ID Settings here,
1. Click “Update Apple ID Settings,” then
2. Click “Continue” at the top of the screen, then
3. Login with your password.
- White oval (Wi-Fi):** Connected to USD230_STU Wi-Fi?
- Blue oval (Bluetooth):** Is BLUETOOTH ON?
Students should always have Bluetooth on. If they are turning it off to avoid being seen in Apple Classroom, the teacher should send a disciplinary referral to the principal. The student may have the privilege of controlling Bluetooth taken away. They will lose the ability to connect Bluetooth earbuds or other accessories.

If everything above looks correct, but they are still not seen in Apple Classroom, they may be signed into their personal iCloud account. Let your librarian know and they will assist the student in logging into the correct account.

iPad or app acting wonky?



Solution: Power off and turn it on again.

1. **Press and hold the power button.**
 2. **Then “Slide to power off.”**
 3. **Now, hold down the power button until an Apple appears on screen.**
- ➔ **Never skip the above steps.**

Still not working? Try a **hard reset**. Hold down the POWER button AND the MENU button. Keep holding both until the Apple icon appears on screen.

Last option: Visit the library to drop off your iPad and have them create a service ticket. They will need your student ID, your lock screen passcode, and a short description of what’s going wrong.

Digital Textbook Troubleshooting

Student is having difficulty opening online textbooks.

Solution: disable pop-up blocker.

- *Go to Settings --> Safari--> Click the green toggle next to Block Pop-Ups to disable.*

Student is missing from teacher roster in the online textbook.

Solution: Classroom teacher can request help.

- *The classroom teacher can send a service ticket to the technology department for assistance.*

Discord Caused Lock Out

Message says that you are restricted for X number of minutes because of Discord.

Solution:

1. *Close EVERY tab.*
2. *Close Safari.*
 - a. *Double-click the Home Button to display all open apps.*
 - b. *Then swipe up on Safari to close it.*
3. *Wait the number of minutes restricted before re-launching Safari.*

Note: A site you visited tried to access Discord, which is a restricted application. If you go back to that same site you will likely get the block again.

Home Wi-Fi Problems

Help! I have Internet Problems / Wi-Fi Connectivity.

We are sorry, we can't diagnose network connection problems at your home. Here are some things we'd recommend to resolve this problem:

1. Restart your router. Unplug it and leave it unplugged for about 2 minutes before turning it back on.
2. Remember that some routers only allow a limited number of devices to connect. You may need to disconnect another device to allow your iPad to gain access.
3. If these don't work, you need to contact your Internet Service Provider for help. (Sudden Link, Century Link, AT&T, T-Mobile, Wisper, etc)

YouTube Problems

Student clicks on a link to a YouTube video, and the video won't play.

Cause: Student may not be logged into YouTube with their USD230 account.

Solution: Log in by clicking on the blue “Log In” button at the top right of the YouTube screen.

Cause: Video is not approved for USD230 students.

Solution: The teacher needs to click “Approve” under the video on the teacher’s device.

Miscellaneous Issues

Headphones not working?

Solution: Turn on headphone accommodations.

- *Go to Settings → Accessibility → Audio/Visual → Headphone Accommodations*

Where is the Escape key? There is no Escape key on the iPad keyboard.

Solution: Use this alternative when asked to press Escape:

Cmd + . (Press the Cmd and the period buttons at the same time.)

How do I paste without formatting on the iPad keyboard?

Solution: Press Cmd + Shift + Opt + V

Methodize Test Prep

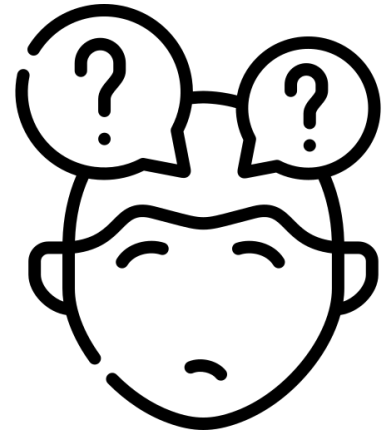


Problem: The text is too large, and you have to scroll past the text passage to get to the questions.

Solution: To view the passage and the questions simultaneously, reduce the text size by clicking on the AA symbol in the menu bar. Then, click the small A to make the text smaller.

I forgot my iPad. What do I do?

- If there is someone at home who can bring it, please send them a message.
- The library's tech support desk does not currently have extra devices to loan.





Damage & Loss

What if I damage the iPad (or charger)?

- Take your iPad (or charger) to the library.
- If your iPad gets wet:
 - ◆ Turn it off, and do not turn it back on.
 - ◆ Take it to the library ASAP.



Lost chargers

1st time: You will pay \$15 for a new charger.

2nd or more: You pay \$50 for a new charger.

Damaged chargers

Accidental damage: There will not be a fee.

Intentional damage (cut cords, etc): You will pay \$15.

Repeated damaged: You will pay \$50.

NOTE: *Keep chargers away from pets.*

Intentional or Negligent Damage

→ If you damage the iPad on purpose or because you were being negligent/irresponsible:

- ◆ You pay 100% of the damages.
- ◆ You may lose device privileges.
- ◆ You may face other disciplinary actions.
- ◆ ***This includes adding stickers or drawing on the case!***

What if you lose the iPad?

- Retrace your steps.
- Report it to the library or office.
- Stolen when not at school?
 - ◆ Report it to the local non-emergency police number. (Not 911.)
 - ◆ Report it to the Tech Hotline: 913-592-7474.
 - ◆ You should call both the police and the hotline.

Try It!

**Save this number in your phone as
“Lost iPad Hotline.”**

913-592-7474

**Show your teacher that it's saved as a contact in your phone.
No cell phone? Email it to your guardians, and ask them to save it.
Show your teacher the sent email.**

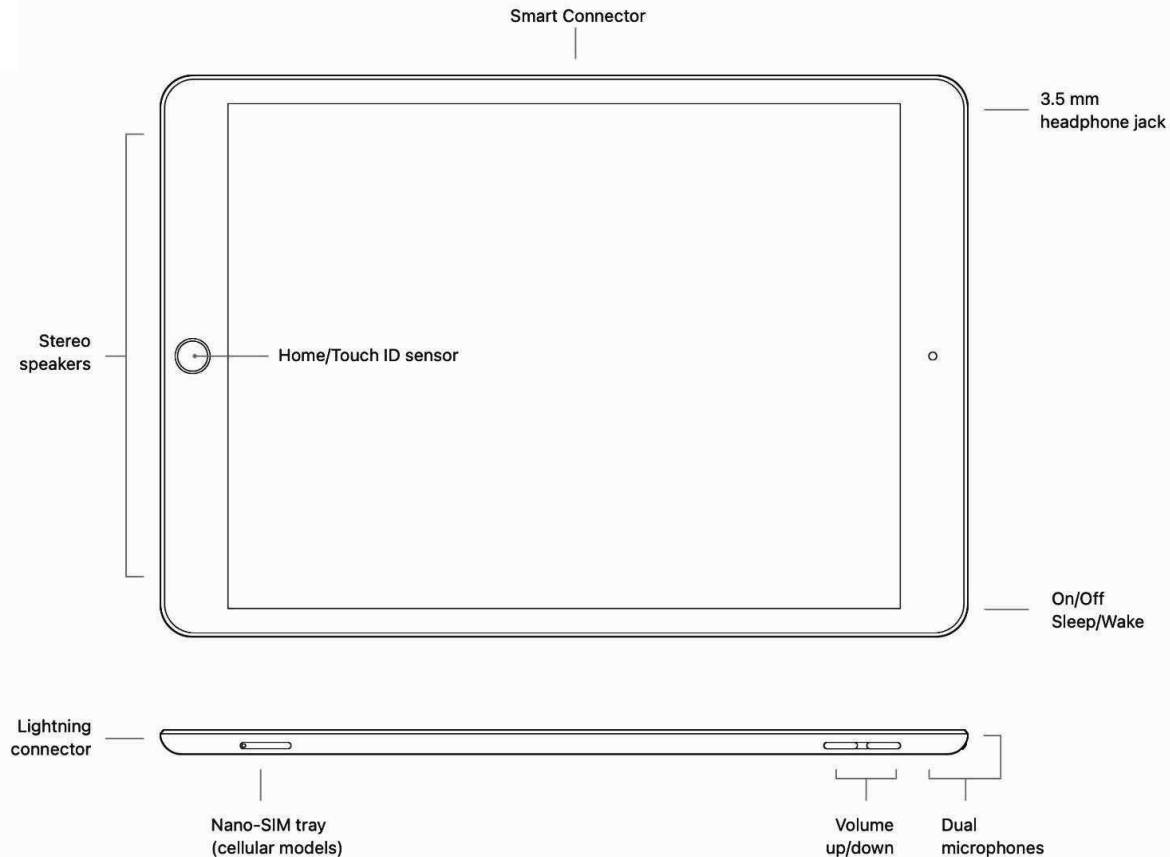


Module #1



iPad Parts & Buttons

Buttons & Connectors



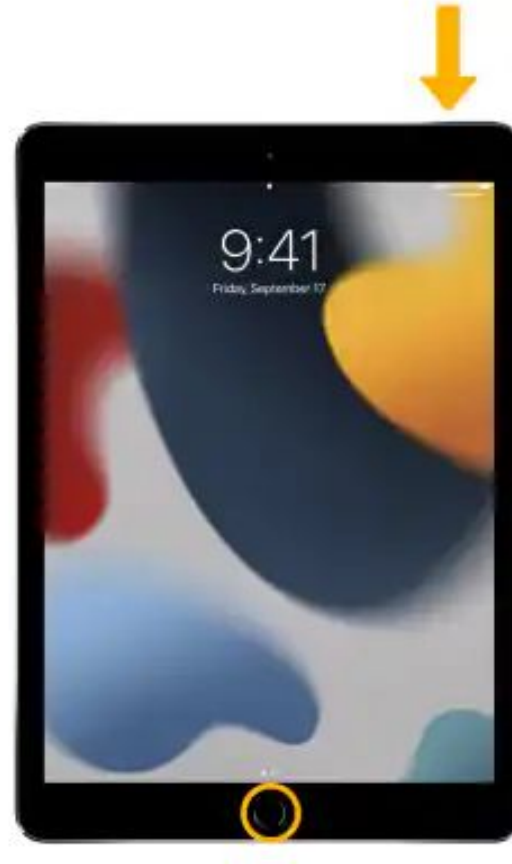


Power On, Off, & Restart

Power On, Off, & Restart

Press and hold the power button on the top of the device.

Drag the on/off symbol to the right.



Try It!

**Put your iPad to sleep by pressing the
top button.**

Does the home button wake it up? It should!

**Turn your iPad off by holding the top
button.**

Does the home button wake it up? It shouldn't!



Acceptable Use Policy

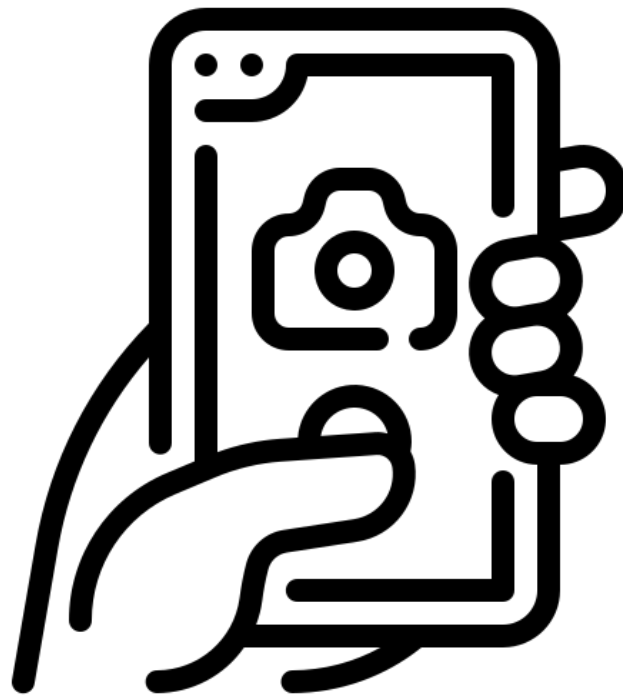
Use of technology is a privilege, not a right.

- Violating the [AUP](#) will result in disciplinary action.
- Policies outlined in the Student Handbook regarding code of conduct, apply to digital actions on the iPad and will result in disciplinary action.
- Illegal activity on district computers will be reported to law enforcement.



From Student Handbook

Publishing/posting images or messages recorded at school or a school event to social media that causes a disruption of the school learning environment, as determined by the school administration, will fall under the school's progressive discipline policies. **Such recordings may include, but not be limited to, still images, text messages, video recordings, and/or voice recordings.**



Academic Honesty

- Use copyright free sites to find music or photos for projects.
 - ◆ Even Google Images allows you to search for copyright free media. Check the license details!
- Do not copy-paste from the internet. Plagiarism is not accepted in USD 230.
- Cite your sources. We use MLA 8.
 - ◆ Google is not a source.



Online Safety

- Keep all passwords & accounts secure.
- Do not share login information with anyone other than tech or teachers.



Your Responsibilities



DO:

- Charge every night
- Secure in locker if not in your possession during school hours
- Keep it in the case provided
- Report any damages immediately



DON'T:

- Take it into the locker room
- Take it into the restroom
- Eat or drink while using iPad
- **Decorate with stickers**
- Spray it with cleaner
- Leave it outside or in a car
- Remove it from case
- Damage or deface Case
- Download software/apps



Module #2



Screenshot





Screen Record

HOW TO RECORD IPAD SCREEN



Screen Recording Troubleshooting: Turning Microphone On



Try It!

Go to Settings > Control Center

Turn on Screen Recording.

Start at your home screen, and take a screen recording of you taking a screenshot of Safari.

Locate the screen recording in Photos.

Your teacher will have you


- a. Show them or
- b. Show a partner or
- c. Post it to Classroom




Options for Saving Your Favorites in Safari





- Bookmark It
- Pin the Tab
- Add a Website Icon on Home Screen

Bookmark favorite websites in Safari on iPad

In the Safari app , you can bookmark websites, add websites to Favorites, or add a website icon to the Home Screen to easily revisit later.

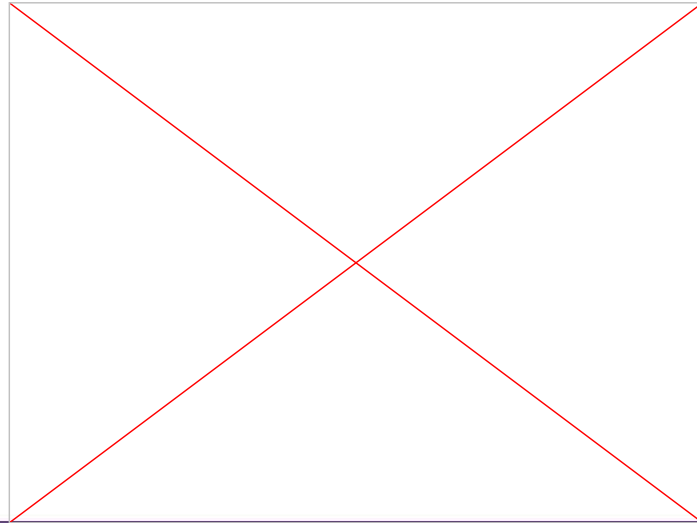
1. Tap  to the right of the search field.
2. Tap Add Bookmark.

View and organize your bookmarks

1. Tap , then tap Bookmarks.
2. Tap Edit, then do any of the following:
 - *Create a new folder:* Tap New Folder at the bottom left, enter a name, then tap Done.
 - *Move a bookmark into a folder:* Tap the bookmark, tap the Location, then tap a folder. Tap  to return to your bookmarks.
 - *Delete bookmarks:* Tap .
 - *Rename bookmarks:* Tap the bookmark, enter a new name, then tap Done.
 - *Reorder bookmarks:* Touch and hold , then drag the bookmark to a new location.

Option 2: Pin a Tab

- 1: Touch and hold the tab you want to pin
- 2: A menu will appear. Choose “Pin Tab”
- 3: That tab will appear as a small icon on the far left of corner of the tab bar



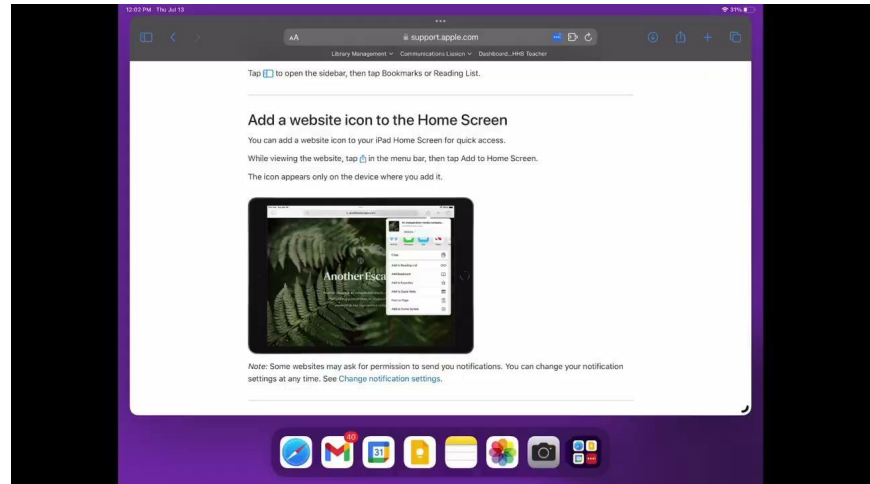
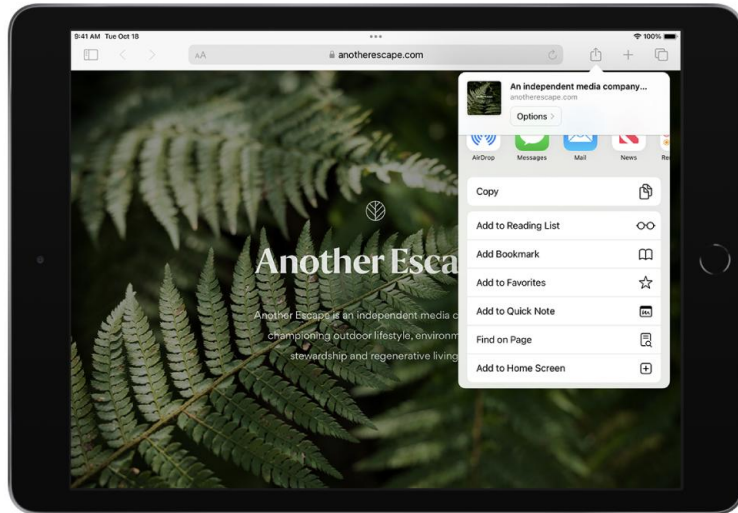
Option 3: Add a Website Icon to Home Screen

Add a website icon to the Home Screen

You can add a website icon to your iPad Home Screen for quick access.

While viewing the website, tap  in the menu bar, then tap Add to Home Screen.

The icon appears only on the device where you add it.



Try It!

**Choose a website you will access
regularly**

Use ONE of the options to save this site

Your teacher will have you...

- a. Show them or Show a partner or Post a screenshot to Classroom



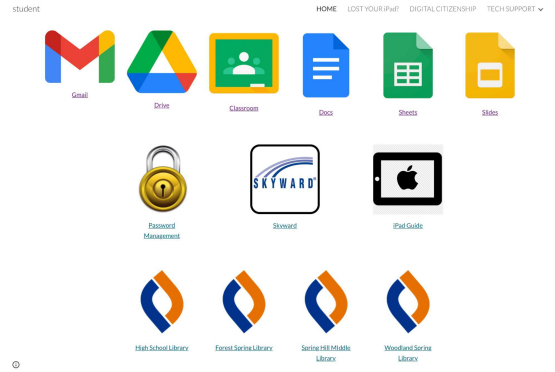
Dock

Shortcut Central

- Check your homescreen for the Student Shortcuts app.



- Click to find easy access to Google Suite apps, Skyward, Library Catalog, and more.

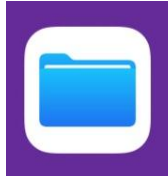


Adding Apps to Your Dock

Click and drag these frequently used icons to the bottom of your screen to insert them into your iPad Dock:



Student Shortcuts



Files



Camera

Dock:





iPad & Keyboard Gestures

Basic Gestures



Keyboard Gestures





Module #3



Split View



How to **Multitask with Split View**



Try It!

Open any two apps. Split the screen!

Your teacher will have you

- a. Show them or
- b. Show a partner or
- c. Post a screenshot to Classroom

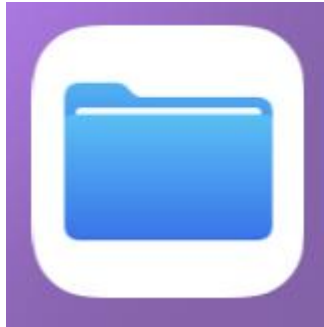
Challenge: Try creating a split screen with 2 different Safari windows



Files App: Managing Files

Using the Files App

- Most of your work will be done via Google Classroom where copies of documents are created for you in Google Drive.
- On the off chance you're sent a document (like a PDF) that needs to be downloaded and uploaded somewhere else, the Files app is where it will live until you put it somewhere else.
- You can think of it like the Downloads folder of Finder. You can find more information [here](#).





AirPlay






Personalize Your iPad

Add Widgets

Add widgets to your Home Screen

Widgets help you easily see the information that's most important to you, like the current weather and upcoming Calendar events.

To add a widget, touch and hold the background on any Home Screen page until the apps jiggle, then tap . Tap a widget, swipe right or left to view the different sizes, then tap Add Widget.



Remove Widgets



Organize Icons into Folders





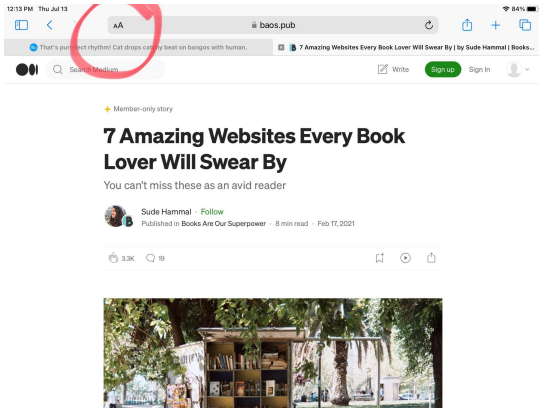
Module #4



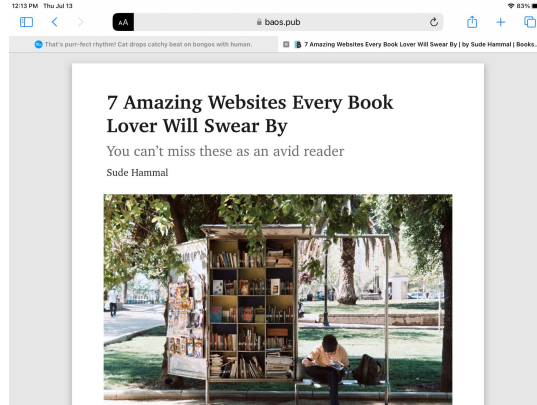
Safari Reader

Use Reader in Safari

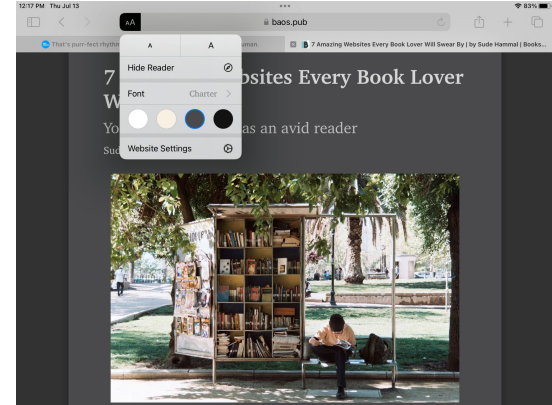
Before



After



Display Options



Go to the next slide for step-by-step directions.

Use Reader in Safari

What is Reader?

- It will display a cluttered website as a clean document.

Why should I use it?

- Removes ads, navigation buttons, and other distracting items.
- Allows user to change background color, font size, and font.

How do I use it?

- Open a website
- In the URL bar, locate the “AA” on the left side.
- Click “Show Reader” if available. (Not every website offers it.)
- Once Reader opens, reclick “AA” for color, font, and size options.

Try It!

Find a website about your favorite animal that has Reader capability. Turn it on, change the font, color, and size.

Your teacher will have you


- a. Show them
- b. Show a partner
- c. Post a screenshot to Classroom



Printing



Sending a Document to the Printer

Do Step 1 **IN YOUR CLASSROOM**. This poster is in every classroom.

PRINTING is a 2-Step Process 

Step 1 **SEND your document to the printing system**
Instructions below.

DO THIS STEP IN YOUR CLASSROOM!!


- Save Google Doc as a PDF: **File -> Download -> PDF**. Then, double click the menu button, open the **Files app** and click on your PDF.  Files
- On the PDF, click the **SHARE BUTTON**  and choose **PRINT**.
- Next, **choose your printer**. The first time, you'll click **No Printer Selected**, then choose one of these printers:

Printer in library: **hs-media-m607**
Printer in hallway: **hs-149-m607**
- The first time you print, it will prompt you to login. Enter your student iD (Ex: 127989) and password.
- Choose **Print**.

Step 2 **Take your iPad to the printer to retrieve your document from the printing system.**
Step 2 instructions are ABOVE THE PRINTER.



REVISED 3/4/2024

Next, **take your iPad** to the library to complete Step 2.

PRINTING is a 2-Step Process 

Step 1 **Did you send your document to the printing system?** Instructions are IN EVERY CLASSROOM!

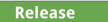
Step 2 **Retrieve your document from the printing system to print it.** Instructions below.

 
HS-MEDIA

Open your **camera app** & scan this QR Code.
Enter your username & password if prompted.

If you get this message: "ATTENTION Your document has been held in a queue...."

- Choose **OK**.
- Choose **Printers** at the upper right.
- Select this printer: **hs-media-m607**

✓ Place a **checkmark** next to the job you want to print.
Click  **Release** at the bottom of the screen.

This printer is **hs-media-m607**

Printers for Student Use

Spring Hill High School

- **hs-media-m607** in the library
- **hs-149-m607** north of the library

Forest Spring Middle School

- **fs-media-m607** in the library

Spring Hill Middle School

- **mss-lib-m607** in the library

Woodland Spring Middle School

- **ws-media-m607** in the library



Accessibility

AssistiveTouch




Why use it?--- This feature adds a button to your screen with customizable functions making it quicker and easier to perform certain functions.



Set up AssistiveTouch

 **Siri:** Say something like: "Turn on AssistiveTouch" or "Turn off AssistiveTouch." [Learn how to use Siri.](#)

Or do the following:

1. Go to Settings  > Accessibility > Touch > AssistiveTouch.
2. Turn on AssistiveTouch.
3. To customize AssistiveTouch, tap any of the following:
 - *Customize Top Level Menu:* Tap an icon to change its action. Tap  or  to change the number of icons in the menu. The menu can have up to eight icons.

iPad Apps: Spoken Content Text-to-Speech



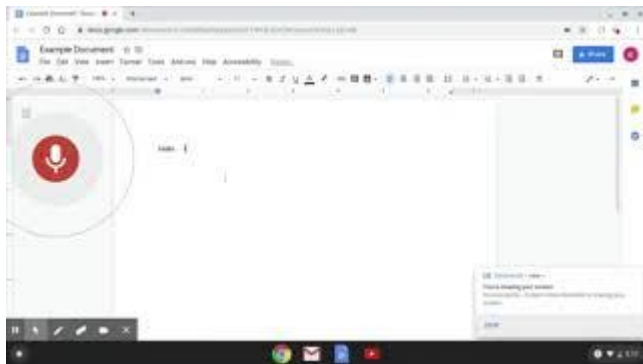
iPad Apps: Dictation Speech-to-Text

How to use Dictation in Notes



Google Docs: Screen Reader

Text-to-Speech



Google Docs: Voice Typing

Speech-to-Text

Voice typing is not currently available in Google Docs on the Safari browser.

Try It!

1. Go into your settings & add Assistive Touch.
2. Customize your home button to include screenshot, lock screen, volume up & down + any other features you'd like
3. Show your teacher **or** a partner how you can use your home button to volume up and volume down



How to **Adjust text size on iPad**



Use display accommodations

1. Go to Settings  > Accessibility > Display & Text Size.

2. Adjust any of the following:

- *Bold Text*: Display the text in boldface characters.

- *Larger Text*: Turn on Larger Accessibility Sizes, then adjust the text size using the slider.

This setting adjusts to your preferred text size in apps that support Dynamic Type, such as Settings, Calendar, Contacts, Mail, Messages, and Notes.

- *Button Shapes*: This setting underlines text you can tap.

- *On/Off Labels*: This setting indicates switches turned on with "1" and switches turned off with "0".

- *Reduce Transparency*: This setting reduces the transparency and blurs on some backgrounds.

- *Increase Contrast*: This setting improves the contrast and legibility by altering color and text styling.

More Options for Display & Text Size (continued)

Apps that support Dynamic Type—such as Settings, Calendar, Contacts, Mail, Messages, and Notes—adjust to your preferred text size.

- *Differentiate Without Color:* This setting replaces user interface items that rely on color to convey information with alternatives.
- *Smart Invert or Classic Invert:* Smart Invert Colors reverses the colors of the display, except for images, media, and some apps that use dark color styles.
- *Color Filters:* Tap a filter to apply it. To adjust the intensity or hue, drag the sliders.
- *Reduce White Point:* This setting reduces the intensity of bright colors.
- *Auto-Brightness:* This setting automatically adjusts the screen brightness for current light conditions using the built-in ambient light sensor.

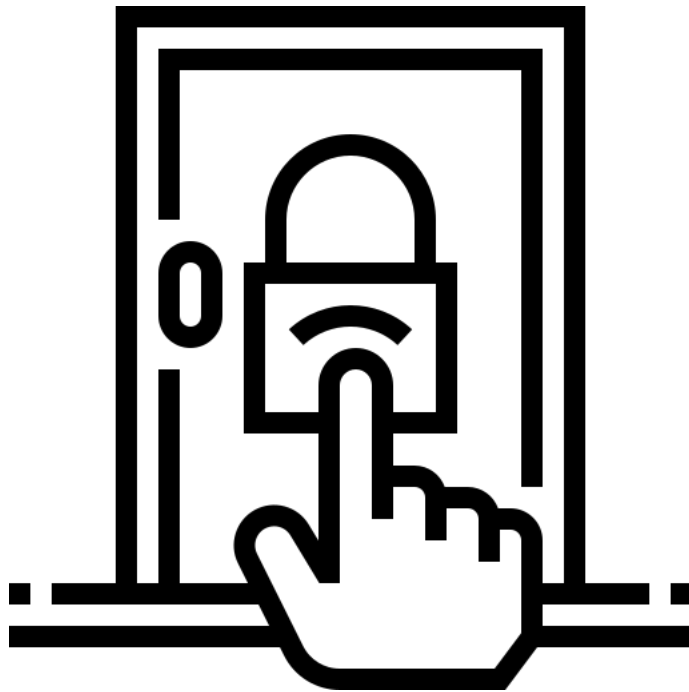
Subtitles and Captions

Customize the subtitles and captions in supported video apps

1. Go to Settings > Accessibility > Subtitles & Captioning.
2. If you prefer closed captioning or subtitles for the deaf and hard of hearing when available, turn on Closed Captions + SDH.
3. Tap Style, then choose an existing caption style or create a new style based on the following:
 - Font, size, and color
 - Background color and opacity
 - Text opacity, edge style, and highlight

Accessibility

Use the link to explore other [accessibility features](#) for the iPad



Accessibility Shortcuts

After you set up accessibility features, you can quickly turn them on or off

